



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Raymond Lisiecki, Chairman
David Aznavoorian, Vice Chair
Rob Kocsmiersky, Clerk
Thomas L. Cooke
Paul McDermott
Ronald Hall

Meeting Minutes May 26, 2016

1) Call to Order

The meeting was called to order by Raymond Lisiecki, Chairman, at 7:02 p.m. at the Town Hall. Present at the meeting were Tom Cooke, Ron Hall, Rob Kocsmiersky, David Aznavoorian, and Paul McDermott. Also in attendance was Richard Montuori, Town Manager.

2) Reorganization

Mr. Lisiecki announced that he will not be seeking reappointment to the Committee.

Mr. Lisiecki opened the nominations for Chairman. Mr. Kocsmiersky nominated Mr. Aznavoorian as Chairman.

MOTION: Mr. Kocsmiersky made the motion to appoint David Aznavoorian as Chairman of the Finance Committee; seconded by Mr. Cooke and the motion carried 5-0-1. Mr. Aznavoorian did not take part in this vote.

Mr. Aznavoorian took over the meeting as the new Chairman at 7:04pm.

Mr. Aznavoorian accepted nominations for Vice-Chairman and nominated Mr. Kocsmiersky as Vice-Chairman.

MOTION: Mr. Aznavoorian made the motion to appoint Robert Kocsmiersky for Vice Chairman of the Finance Committee; seconded by Mr. Lisiecki and the motion carried 5-0-1. Mr. Kocsmiersky did not take part in this vote.

Mr. Aznavoorian accepted nominations for Clerk of the Finance Committee. Mr. Cooke nominated Mr. McDermott as Clerk of the Finance Committee.

MOTION: Mr. Cooke made the motion to appoint Paul McDermott as Secretary of the Finance Committee; seconded by Mr. Lisiecki and the motion carried 5-0-1. Mr. McDermott did not take part in this vote.

3) Town Manager and Finance Director Reports (as applicable)

Mr. Montuori explained that the town's GIS Revolving Fund is near the expenditure cap of \$25,000 for FY2016. There are still some remaining invoices that need to be paid out within this fiscal year. The Director of Community Development, Steve Sadwick, is requesting the cap be raised in FY2016 to \$50,000. The expenditure cap was increased to \$50,000 for FY2017 by town meeting vote.

MOTION: Mr. Lisiecki made the motion to increase the GIS Revolving Fund expenditure cap to \$50,000 for FY2016; seconded by Mr. Cooke and the motion carried 6-0.

Lateral Fund Transfers

No.	Amount	From	To	Reason
82	\$53,000	Police - Uniforms	Police - Salaries	Due to NEPBA contractual agreement, the uniform allowance should be reallocated to Police Salaries.

MOTION: Mr. Hall made the motion to approve Lateral Transfer No. 82 in the amount of \$53,000; seconded by Mr. Kocsmiersky and the motion carried 5-0-1. Mr. Cooke did not take part in this vote any discussions regarding same.

No.	Amount	From	To	Reason
83	\$71,000	Police - Salaries	Police - Overtime	This transfer is requested to fund this account through June 30, 2016.

MOTION: Mr. Hall made the motion to approve Lateral Transfer No. 83 in the amount of \$71,000; seconded by Mr. Kocsmiersky and the motion carried 5-0-1. Mr. Cooke did not take part in this vote any discussions regarding same.

No.	Amount	From	To	Reason
84	\$15,000	Police - Salaries	Police –Repairs and Maintenance	This transfer is requested to fund this account through June 30, 2016.

MOTION: Mr. Hall made the motion to approve Lateral Transfer No. 84 in the amount of \$15,000; seconded by Mr. Kocsmiersky and the motion carried 6-0.

Mr. Montuori noted that there are a few items that he may request funding for if there is a surplus in the Reserve Fund:

- New windows in the older section of the senior center \$4,800,
- Livingston Street land transfer. As part of the transfer the State is requiring a gate in put in place \$6,800, and
- Transfer money to the computer services for the Microwave system, new virtual server, and get all XP windows machines replaced.

Mr. Montuori noted that a grant was received for breathing apparatus as well as for the centralized 911 service with Dracut, and reimbursement money from FEMA for the damage from winter 2015.

Mr. Montuori noted that the Trahan School was approved for new school funding. A new school building committee will be formed. Mr. Cooke expressed interest in being the Finance Committee representative on the new school building committee.

Mr. Montuori Town updated the committee that the sewer meter amount going into the Lowell system was proven to be incorrect. Lowell was charging Tewksbury for 11% usage. It has been adjusted down to 8%.

Mr. Cooke noted that the Tewksbury Housing Authority receives funding from the State and that we have many service calls from some of the larger housing developments, and suggested the town see if grant funding is available for additional officers to patrol these areas.

4) Approval of Meeting Minutes – March 10, 2016, March 24, 2016, March 31, 2016, April 7, 2016

MOTION: Mr. Cooke made the motion to approve the March 10, 2016 meeting minutes; seconded by Mr. Hall and the motion carried 6-0.

MOTION: Mr. Cooke made the motion to approve the March 24, 2016 meeting minutes; seconded by Mr. Hall and the motion carried 6-0.

MOTION: Mr. Hall made the motion to approve the March 31, 2016 meeting minutes; seconded by Mr. Lisiecki and the motion carried 4-0-2. Mr. Cooke and Mr. McDermott did not take part in this vote.

MOTION: Mr. Hall made the motion to approve the April 7, 2016 meeting minutes; seconded by Mr. Cooke and the motion carried 6-0.

5) Approval of Payment of Recording Secretary and Time sheet

Time sheet for Ms. Johnson for May for 12.5 hours and a total of \$245.87.

MOTION: Mr. Cooke made the motion to approve the recording secretary time sheet for May, 2016 in the amount of \$245.87; seconded by Mr. McDermott and the motion carried 6-0.

6) Future Proposed Meeting Dates (subject to change)

The next meeting of the Finance Committee will take place at the town hall in June on a day to be determined and posted by the Chairman within the next couple of weeks.

Adjourn.

MOTION: Mr. Kocsmiersky made the motion to adjourn 7:59 p.m.; seconded by Mr. Hall and the motion carried 6-0.

Approved: June 29, 2016

Documents Presented and/or Discussed May 26, 2016

- 1) GIS Revolving Fund.pdf (Department of Community Development letter to Town Manager)
A copy can be found with the Finance Department
- 2) Lateral Transfer Nos. 82, 83, 84
A copy can be found with the Finance Department
- 3) Meeting Minutes – March 10, 2016, March 24, 2016, March 31, 2016, and April 7, 2016
A copy can be found with the Town Clerk's Office
- 4) Recording Secretary Time Sheet – May, 2016
A copy can be found with the Finance Department